

Web Enabled Safety System



<u>WESS</u>

Update #1

New Stuff in Version 2.3.3



WESS Aviation Reporting Module

This update is intended to familiarize you with the recent changes/updates made to the WESS Aviation Hazard Reporting module.

This is NOT a page-by-page input guidance. Input is as directed in other WESS user's guide modules.

Changes made in version 2.3.3 include:

- Ability to add individual commands for Notifications, in addition to adding COIs
- Ability for Endorsers to modify the Endorsement chain
- Modified the Aviation Endorsement PDF to display CO's comments prior to releasing the endorsement to the fleet

Click the associated hyperlinks above to go to the section this module that covers the topic selected.

Add Individual Commands to be Notified of your Hazrep

Activities Save as template Share report Return home Generate PDF Generate Injury Log Reedback Form 🗖 OSHA 300 Equiv. Log Edit Endorsing Chains Logout Data Retrieval (JReport) ·Pre-formatted Reports ·Custom Reports 🖳 My Report ⊟ General Information Location Environment - Runway 📶 Embarked Landing ⊟ G Aircraft Recommendations Data Entry Complete

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

▶ Help

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: Click here to validate your report

STEP 2: (OPTIONAL) Build or Edit Chain Of Command

STEP 3: (OPTIONAL) Build or Edit Community Of Interest

STEP 4: (OPTIONAL) <u>Build or Edit Aviation Endorsement Chain (NOTE: 3750</u>

reports only)

STEP 5: Release Or Route Your Report

Release Report to Safety Center

Go Anywhere From Here!

Delete your report Generate PDF Save as template Injury Log

<u>Feedback Form</u> <u>User Guide</u> <u>Return Home</u>

Since the purpose of submitting Hazreps is to let others know what happened, you'll want to ensure widest dissemination of your Hazrep.

Sometimes that means adding individual commands in addition to the COIs you can select for Notifications. Select the hyperlink at Step 3 to add a single command or a COI.

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Activities







🔁 Generate Injury Log

Reedback Form

SHA 300 Equiv. Log

Edit Endorsing Chains

Logout Logout

Data Retrieval (JReport)

Pre-formatted Reports
Custom Reports

My Report

🖣 슬 General Information

Location

· Environment · Runway

Embarked Landing

⊟-- Aircraft

÷...

My Report - Community of Interest



You should be familiar with this screen. Hit the Add New Entry button to add on to your Notifications.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- . To edit an entry, select the entry in the box and select the Edit Entry button
- . To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

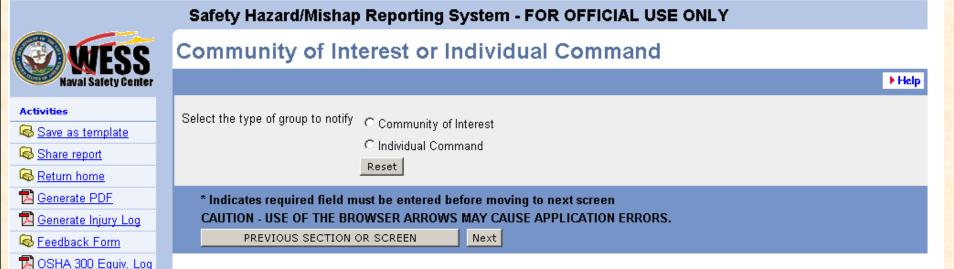
Back

Next

▶ Help



Using the Individual Command Option



Edit Endorsing Chains

Data Retrieval (JReport)

·Custom Reports My Report

Pre-formatted Reports

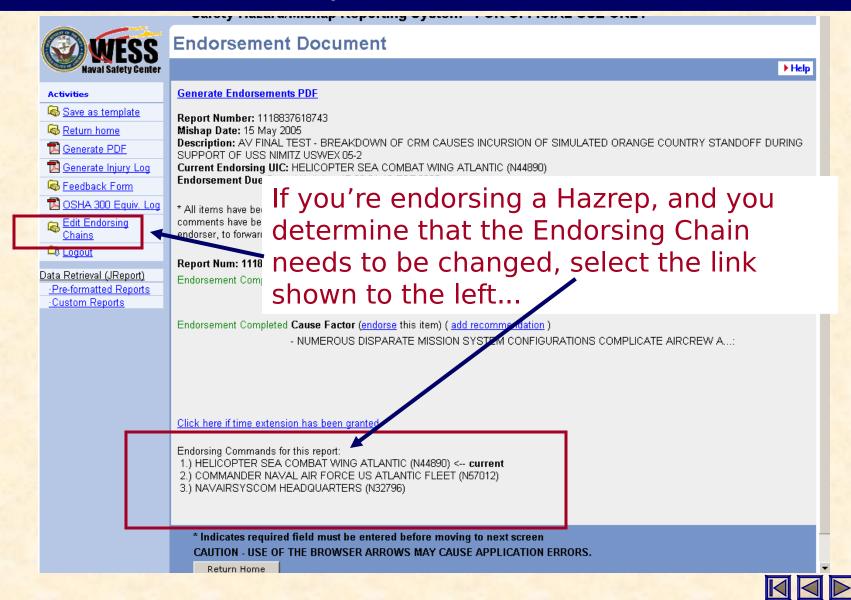
Logout Logout

You can now select the Individual Command option, where you'll search on either the command's name or UIC to be added to your Notification, just like you do for entering Recommendations.

If you need further assistance in how to do this, check out Part 3 or Part 4 of the Aviation Users Guides and they'll walk you through the Recommendations process.



Modifying Endorsing Chains after Hazrep Released to NSC



Which Reports can I modify?



Edit Endorsement Chain

▶ Help

Activities

- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Search/Edit Submitted Reports
- MaintainCOI
- insert a WESS-DS
 Submission
- Notifications
- Reedback Form
- Return Home
- 🔼 OSHA 300 Equiv. Log
- Edit Endorsing Chains
- Logout Logout

Data Retrieval (JReport)

Pre-formatted Reports Custom Reports

Select report to edit:

Aviation (3750)

Serl #	Date	Description	Current Endorser
<u>01-06</u>	20 July 2005	Hyd 1A, 2B; Flaps Off, Rudder Off High Speed Arrested Landing.	M1JA00011 - MAG-11
<u>03-05</u>	22 July 2005	Air Data Recorder failure caused loss of Hyd 2 and fuel boost pumps.	N63110 - CHIEF OF NAVAL AIR TRAINING CORPUS CHRISTI TX
<u>0405</u>	18 August 2005	STABILATOR AND TAIL BUMPER CONTACTED DECK DURING TERF EVENT	N44890 - HELICOPTER SEA COMBAT WING ATLANTIC
<u>0205</u>	1 September 2005	INCORRECT PRESTART CHECKLIST PROCEDURES	M14201053 - MWHS-2 2ND MAW
<u>0305</u>	10 September 2005	Ordnanceman injured after accidentally discharging a jammed GAU-16	N55152 - HELO ANTISUBMARINE SQUADRON LIGHT 49 SEA COMP

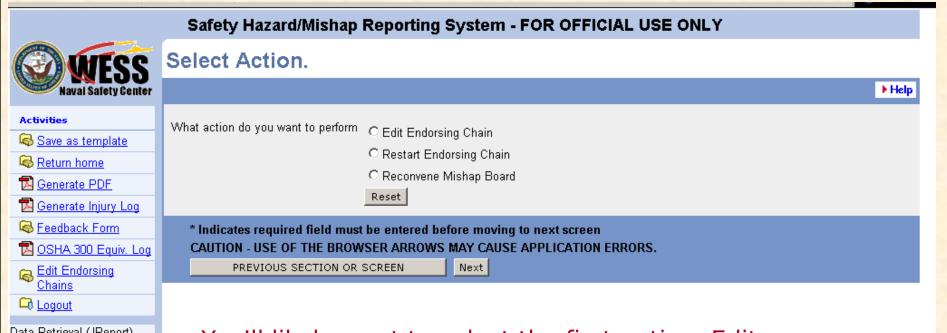
A list of Hazreps whose endorsement chains you are eligible to edit will appear.

You are eligible to change an endorsing chain if you initiated the Hazrep, or if you are currently part of the endorsing chain.

To continue, select the Blue Serial number hyperlink of the Hazrep whose endorsement chain need to be changed.



Editing the Endorsing Chain



You'll likely want to select the first option, Edit Endorsing Chain, for most cases. Then hit the Next button.

Ignore the third option for now – that's intended for the Mishap reporting module that will come online in 2006.



Another Add, Edit, Delete Screen

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Activities

Save as template

Return home

🔁 Generate PDF

🔼 Generate Injury Log

Reedback Form

🔁 OSHA 300 Equiv. Log

Edit Endorsing Chains

Logout Logout

<u>Data Retrieval (JReport)</u>

Pre-formatted Reports
Custom Reports

Endorsing Chain of Command

Completed Commands

N55212 - HELICOPTER MARITIME STRIKE WING ATLANTIC

Incomplete Commands

N57012 - COMMANDER NAVAL AIR FORCE US ATLANTIC FLEE ...
N63393 - NAVAL SAFETY CENTER NORFOLK VA - [55 Member ...

Add New Entry

Delete Entry

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- . To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Here you can see who has already endorsed the Hazrep.

From this screen, you'll add/delete endorsers as shown in Part 7 of the Aviation Users Guide.

If you're at this screen after completing your changes, hit the Next button and you're all done!

Back

Next

▶ Help









Viewing the CO's endorsement on a PDF



In previous versions of WESS, you were unable to view the Commander's Comments on the associated PDF document. Now you can! After you enter the comments, hit the Next button...



Click the Hyperlink

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Endorsement Document

▶ Help

Activities

Save as template

Return home

🔼 Generate PDF

Generate Injury Log

Feedback Form

🔼 OSHA 300 Equiv. Log

Edit Endorsing Chains

Logout Logout

Data Retrieval (JReport)

:Pre-formatted Reports :Custom Reports Generate Endorsements PDF -

Report Number: 1119552975305 **Mishap Date:** 22 June 2005

Description: PILOT PASSED OUT DUE TO HYPOXIA Current Endorsing UIC: STRIKE FIGHTER WING ATLA Endorsement Due Date: Thu Jul 14 15:41:27 EDT 2005

* All items have been endorsed. Please select the "Comicomments have been entered, you will be returned to this endorser, to forward it to the Safety Center.

Now when you hit the Generate Endorsements PDF hyperlink, your newly entered CO's comments will appear in the PDF document.

Report Num: 1119552975305 (add cause factor)

Endorsement Completed

Cause Factor (endorse, edit, or delete this item) (add recommendation)

- CRACK IN MASK KEPT IT FROM FITTING PROPERLY: MASK CRACKED FROM OLD AGE, ALLOWING THE MASK TO BECOME MISSHAPEN. AS

Endorsement Completed

Recommendation (endorse this item)

Action Agency: TACAIR

- EVERYONE CHECK YOUR MASKS FOR CRACKS!:

Click here if time extension has been granted

Endorsing Commands for this report:

- 1.) STRIKE FIGHTER WING ATLANTIC OCEANA (N09103) <-- current
- 2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLÉET (N57012)
- 3.) NAVAL SAFETY CENTER NORFOLK VA (N63393)



Stand by for future Updates!

Based on Fleet Feedback, WESS is continuing to evolve and improve. As future updates of WESS are deployed, expect more updates to the Users Guides.

Thanks for your continuing support!

